JOB DESCRIPTION

POSITION: Academic Counselor  
CLASSIFICATION: Exempt  
SCHEDULE: Full Time  
SUPERVISOR: Principal

JOB SUMMARY

The Academic Counselor supports the numerous goals that Cristo Rey Richmond sets for student achievement and college attendance and works collegially with students and families in accomplishing these goals. The Counselor is an integral part of the Cristo Rey Richmond school academic leadership team and partners with faculty and staff, as well as students and families, to ensure students are supported and equipped to be successful. The Academic Counselor will focus incoming and continuing students, supporting them with academic development, and college applications and enrollment. Work is performed under the supervision of the principal.

OUR MISSION

Cristo Rey Richmond High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose and service. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate ready to succeed in college and life.

DUTIES AND RESPONSIBILITIES

Cultural

- Uphold the Cristo Rey mission, vision and values 
- Embrace school-wide systems and promote high standards of behavior 
- Collaborate with school leadership, providing input to school programs 
- Actively participate in professional development sessions 
- Communicate professionally with peers, supervisors, parents and students 
- Be committed to a longer school day and calendar year 
- Adhere to professional guidelines as indicated in the staff handbook 
- Participate in school-wide culture and faith formation events, including, but not limited to,
Faculty/Staff Retreats, Student Retreats and Mission Meetings

- To supervise students by being present at all school masses/assemblies
- As needed, provide substitute classroom coverage
- Value and support the Corporate Work Study Program as a place of learning and growth for students
- Know, teach and follow school-wide routines and procedures (CRRHS non-negotiables)
- Perform other duties as assigned

Academic

- Educate students and parents about the benefits of post-secondary education
- Support students as a member of the Student Support Team with the goal that 100% remain enrolled at CRRHS until graduation
- Implement RTI for students in need of academic support
- Ensure 100% of students are on target to graduate from CRRHS and enroll in a four-year college or university
  - Emphasize the criticality that 100% of students attend school each day and provide resources to support that expectation
- Support teachers in planning college lessons and scheduling college visits
- Works collaboratively with the Student Data Coordinator as Testing Coordinator to review results that inform instruction
- Support Social-Emotional Learning for the campus
- Guide students and parents through college searches, summer programming admissions and financial aid processes
- Work collaboratively with the Student Data Coordinator and administration to create the master class schedule, increase course offerings and place students, yearly
- Communicate with families regarding student academics and behavior
- Provide college seminars and work collaboratively with teachers to support college readiness as a part of the curriculum

Expectations

- Attend faculty and department meetings as well as in-service and professional development workshops, as directed by the administration
- Encourage and monitor the progress of individual students and use information to inform teachers when planning lessons
- Maintain accurate and complete records of students' progress towards completion of the graduation requirements
- Update all necessary records accurately and completely as required by laws, network policies and school regulations
- Maintains an orderly and safe work environment free of hazards
- Maintains confidentiality regarding school matters

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED
Ability to use independent judgment and to manage and impart information to a range of students and families

Outstanding interpersonal and public relations skills and the ability to communicate and work effectively within a diverse community

Ability to foster a collaborative work environment

Ability to organize, prioritize, schedule, and complete job tasks effectively and accurately

Ability to skillfully use all Microsoft Office components

Ability to appreciate and communicate a passion for Catholic college preparatory education

Must have the ability and proven ability to report to work on a regular and punctual basis

Perform all other related work delegated or required to accomplish the objectives of the total school program

Knowledge and implementation of relevant technology

Meet professional school counseling requirements of school, network and state

MINIMUM QUALIFICATIONS

Master’s Degree from an approved school or guidance counselor education program to earn the school counselor endorsement. (required)

Two years of urban teaching experience, college admissions work or social work (preferred)

Bilingual (preferred)

Commitment to the Mission, Vision and Values of CRRHS

Sensitivity to the ethnic, cultural, racial and religious backgrounds of the students

Superior communication skills, the ability to interact confidently and effectively with school staff, students, donors, trustees, school administration

Working knowledge of Microsoft Office (Word, PowerPoint, Excel), the Internet and relevant technology

Experience in a faith-based school or not-for-profit environment preferred

Demonstrated ability to work on a team that requires humility, integrity, tolerance a desire for continuous improvement and openness to feedback

SALARY: Commensurate with experience and education.

BENEFITS: Full benefits package.

WORKING CONDITIONS: Full-time, exempt position. Occasionally, time will be required for night and weekend meetings and events. Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.
To APPLY

To be considered for a faculty position at CRRHS, please email your completed application as an attached PDF to teachingapps@cristoreyrichmond.org with the subject title “Counseling Application.”

(1) Current resume
(2) Cover letter indicating your specific focus as a counselor
(3) Official undergraduate and graduate transcripts
(4) Responses to any two (2) of the following questions below. The responses should be limited to one (1) page each in length.

(5)

a. How do you define diversity and how will you honor the various backgrounds (cultural, religious, etc.) and experiences of the students at Cristo Rey Richmond High School?

b. What about the mission of Cristo Rey attracts you to join the network? How do you feel you are suited to contribute to the successful implementation of the mission of Cristo Rey Richmond?

c. Many of the students at Cristo Rey Richmond will be first-generation college students of limited economic means. Generally, students with these factors face obstacles on their path to a college degree. What, in your opinion, are these major obstacles and how would you best support the students who face them?

d. What challenges do you anticipate in being a part of the founding years at Cristo Rey Richmond High School? In what ways can you add to the richness of the program?